



STATE OF SOUTH CAROLINA
**Department of Disabilities &
Special Needs-Central Office**

3440 Harden Street Ext.
Columbia, SC 29203

<http://www.jobs.sc.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Deputy State Director, Administration**

An Equal Opportunity Employer

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

OPENING DATE: 11/12/09

CLOSING DATE: 12/04/09 05:00 PM

JOB TITLE: Deputy State Director,
Administration

CLASS CODE: UA03

POSITION NUMBER: 031946

SLOT NUMBER: 0003

STATE SALARY RANGE:
\$91,437.00 - \$141,821.00 Annually

AGENCY HIRING RANGE - MIN: \$91,437.00
AGENCY HIRING RANGE - MAX:
\$141,821.00

LOCATION: Richland County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT:
RESIDENCY REQUIREMENT SPECIFICS (IF ANY):

AGENCY SPECIFIC APPLICATION PROCEDURES:

Online applications are STRONGLY encouraged; otherwise you may also mail a completed State Application to SCDDSN – Human Resources, 3440 Harden Street Ext., Columbia, SC 29203. Faxed applications and/or resumes will NOT be accepted! Please note that ONLY complete and accurate applications will be considered. State applications, whether online or mailed, must include ALL current and previous work history and education. We emphasize that an attached resume will NOT be accepted nor reviewed for the purpose of determining if an applicant has met the minimum qualifications of the position; it will be passed over, if such qualifications are

not evident on the State application. Supplemental questions (if applicable) are considered as part of your official application; and as such, are subject to the certification that information provided within the State Application is true and accurate.

JOB RESPONSIBILITIES:

As DDSN's Chief Administrative/Fiscal Officer, responsibilities of this position include, but are not limited to:

- Directing all administrative and fiscal functions of the agency.
- Policy development, planning, and provision of services and supports in these functional areas, as well as, ensuring the fiscal integrity of the agency.
- Accountability for the execution of efforts to maintain the agency's services provided to consumers according to federal and state mandates and requirements.
- Overseeing the budgetary and governmental affairs of the agency.
- Ensuring that all financial, accounting and cost principles are applied and upheld concerning the agency's finances.
- Accountability for costing of services and oversight of the agency's contracts.

As the Deputy Director for the agency, given the absence of the State Director, the incumbent assumes the responsibility to perform the duties of the agency director.

MINIMUM AND ADDITIONAL REQUIREMENTS:

Well-qualified applicants possess (at a minimum) a Master's degree in Business Administration, Public Administration, Accounting or related field; or are qualified CPAs; AND they have at least eight (8) years of progressively responsible, full-time professional management and financial analysis experience, which includes significant leadership and supervisory experience.

The person in this position must have exemplary communication skills; able to effectively provide leadership to teams of professionals, and elicit maximum productivity and achievement. A thorough knowledge and comprehension of principles, practices and techniques of business and public administration is required. This job also requires an extensive knowledge of State laws, rules and regulations, especially pertaining to budgeting, accounting, procurement, and financial ethics. Diplomacy and negotiation skills are required as this position requires one to work the a Governor-appointed Commission, various legislative bodies, consumers and families, and advocate groups as necessary.

PREFERRED QUALIFICATIONS:

A working knowledge of multiple sources of revenue and Medicaid funding is preferred.

ADDITIONAL COMMENTS:

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.jobs.sc.gov>

OR

3440 Harden Street Ext.
Columbia, SC 29203

Job #11602
DEPUTY STATE DIRECTOR, ADMINISTRATION
DB

* 1. Are you a licensed CPA in the State of South Carolina?

* 2. At the time of application, do you have an earned Master's degree or Doctorate Degree?

* 3. In what field is your Master or Doctorate degree, and in what Month/Year was it attained?

* 4. Please indicate your years of professional management experience, at the time of application.

☐ 16yrs or More☐ 12yrs to 15yrs

☐ 8yrs to 11yrs

☐ 7 years or Less

* 5. Do you have experience as a public accountant, government accountant, or management accountant?

☐ Yes ☐ No

* 6. If you answered, "Yes" to the question #5, please indicate the positions in which you acquired your experience as a public accountant, government accountant, or management accountant. If you answered, "No" please respond: "N/A"

* Required Question